

DR. MARILYN LOCKHART
2010 VITA

EDUCATION

University of Virginia – Doctoral degree

Ed.D. in Leadership, Foundation, and Policy Studies – January, 1998

Major – Higher Education Administration

Minors – Adult Education and Program Evaluation

Arizona State University - Master of Education (M.Ed.) – May, 1975

Major – Educational Psychology

Bridgewater College – Bachelor of Arts – (B.A.) – May, 1973

Major – Psychology

RECENT WORK EXPERIENCE

Montana State University – Bozeman, Montana – Faculty Member- August, 1998 – present

Associate Professor – Adult and Higher Education Program

Adult and Higher Education Program Leader – Fall 2005 to present

University Teaching and Learning Committee – Current member of committee working in new initiatives. Member since 2003; Chair Fall 2006 to Spring 2008.

Administration: I became the Adult and Higher Education Program Leader in Fall 2005. Included in these duties are regular meetings with program faculty to design/revise policies and procedures, plan curriculum, and schedule classes. I also meet with other Departmental Program Leaders to discuss Departmental decisions and strategies.

Major Service Activities

I was elected in October 2009 as the President Elect for the Adult Higher Education Alliance, a national organization. During 2009, I helped with the planning of their national conference which was held in Chicago in October 2009. I am currently on the planning committee for the 2010 conference. I will begin serving as the President October 2010

I became a member of the University Teaching and Learning Committee Fall 2003 and the chair of the Committee beginning Fall 2006 and served as chair for 2 years. The mission of this committee is to promote and support student advances in learning through improvements in teaching. I served as the chair for two years. I continue to serve as creator and implementer of several initiatives of the committee including a book club for faculty and a discussion network. During my membership, the

committee has expanded its offering of workshops, created a New Faculty Mentoring Program, and initiated a Certificate of Teaching Enhancement. We have established a Teaching and Learning Center. The Committee also awards grants to enhance teaching and learning and selects the recipient of the President's Excellence in Teaching Award.

Teaching: I have taught fourteen different courses since the fall of 1998.

Eleven of these have been adult and higher education classes:

- Foundations of Adult Education – EDLD 501,
- Organization and Administration of Higher Education – EDLD 510,
- Issues and Trends in Higher Education – EDLD 509,
- Resource and Program Management – EDLD 513.
- Teaching and Learning in Adult Education - EDLD 504,
- Program Planning and Assessment – EDLD 511,
- Special Topics – Distance Education – ELD 580
- Special Topics – Leading from the Middle – EDLD 580
- Assessment in Administration and Services – EDLD 500,
- Higher Education Finance – EDLD 512, and
- Community and Tribally Controlled Colleges – EDLD 509 (no longer offered through this department),

Additionally, I have taught three research courses:

- Educational Research – EDCI 506, and
- Qualitative Research - EDCI 507
- Dissertation Design Seminar – EDCI 500 (1 credit).

I was nominated for the Cox Faculty Award for Creative Scholarship and Teaching in Spring semester 2008

Advising: During 2009, I served on 23 doctorate and 7 committees. I chaired 16 doctoral and five masters committees. Two doctoral students that I chaired completed their dissertation and graduated May 2009; one masters students that I chaired graduated May 2009.

Research: My research work has resulted in:

1. **Twenty- four publications.** These include two book chapters, thirteen international and national peer-reviewed journal publications, and nine published international and national conference proceedings. These have all been refereed publications. In addition, I have periodically contributed to the Montana State University Teaching and Learning web site and have written several articles for them.
2. **One book review** – During 2009, I was a book reviewer for the 2011 edition of McKeachies, W., & Svinicki, M. (2011).

McKeachie's teaching tips: Strategies, Research, and Theory for College and University Teachers. Boston: Houghton Mifflin Company. This book was available for distribution in 2010 and I am currently using this in one of my classes.

3. **Fifteen conference presentations in addition to those for which there were published proceedings.** These include two paper presentations at international conferences, two workshops at national conferences, four paper presentations at national conferences, one poster session at a national conference, three paper presentations at regional conferences, and two state presentations. All presentations were competitively selected
4. **Six competitive grants/awards.** One grant for \$65,700 was funded by the Northwest Energy Lab in Richland, WA in 2006. I received a Montana State University Best Award for a course buy-out for 2007. Two grants were funded by the MSU Provost's Office as Instructional Innovation Grants and two were funded by the College of Education, Health and Human Development.

The specifics of my research are:

PUBLICATIONS:

Two book chapters

1. Lockhart, M. (2008). Peer Assessment and Role Play – A Winning Alliance. In Pierson, M., & Stang, K., (Eds) *Sound Instruction: Ready to Use Classroom Practice, Volume II*. Chattanooga, TN: Rapid Intellect).
2. Borland, K., Lockhart, M., & Howard, R. (2000). Assessing distance teaching and learning. In Hagedorn, L. (Ed.), *Ready to Use Classroom Practice* (pp. 2 – 7). Chattanooga, TN: Rapid Intellect).

Thirteen international and national refereed journal publications

1. Lockhart, M. (2008). Assessment of Teaching Grants in Higher Education. *Academic Exchange Quarterly*. 12 (3).
2. Bryant, S., & Lockhart, M. (2007). Mentoring: Gains in Teaching and Leadership. *Academic Exchange Quarterly*, 11, 81 – 85.
3. Lockhart, M. & Godwin, E. (2007). Transforming How Courses are Delivered: A Model for Teaching Faculty How to Design Distance Courses. *Journal of Faculty Development*, 21, (2), 73 – 79.
4. Lockhart, M. (2004). Using Adult Learning Theory to Create New Friends, Conversations, and Connections in Faculty Development Programs. *Journal of Faculty Development*, 19 (3), 115 - 123.
5. Herbeck, J. & Lockhart, M. (2004). Syllabi for Today's College Classes. *Academic Exchange Quarterly*, 8 (2), 45 - 49.

6. Lockhart, M. (2003). Community collaboration to support reentry adult women. *Academic Exchange Quarterly*, 7 (2), 2298 – 2303.
7. Lockhart, M. (2002). The use of student journals to increase faculty and learner inquiry and reflection. *Academic Exchange Quarterly*, 6, (1), 21 - 26.
8. Lockhart, M., & Lacy, K. (2002). An assessment model and methods for evaluating distance education programmes. *Perspectives: Policy and Practice in Higher Education*, 6, (4), 98 - 104. [Published in the United Kingdom]
9. Borland, K., & Lockhart, M. (2002). Linking the defining, evaluating and developing of great teaching. *The Review for The Study of College Teaching*, 1, 30 - 37.
10. Lockhart, M., & Borland, K. (2001). Incorporating diversity in all faculty/staff development programs... regardless of content. *Journal of Staff, Program, and Organizational Development*, 18 (2), 57 - 66.
11. Lockhart, M., & Borland, K. (2001). Critical thinking goals, outcomes, and pedagogy in senior capstone courses. *Journal of Staff, Program, and Organizational Development*, 18 (1), 19 - 25.
12. Lockhart, M., Borland, K., & Howard, R. (2000). Distance teaching and learning with technology: A cross disciplinary planning and assessment instrument. *Journal for the Art of Teaching: Teaching and Learning with Technology, A Thoughtful Consideration*, 8 (1), 97 - 112.
13. Lockhart, M., & Garland, M. (1999/2000). Assessing staff hiring practices: Methods that work. *College and University Personnel Association Journal*, 50 (3,4), 17 - 20.

One book review – During 2009, I was a book reviewer for the 2011 edition of McKeachie, W., & Svinicki, M. (2011). *McKeachie's teaching tips: Strategies, Research, and Theory for College and University Teachers*. Boston: Houghton Mifflin Company. This book was available for distribution in 2010 and I am currently using this in one of my classes.

Two published refereed international conference proceedings:

1. Lockhart, M. & Bangert, A. (2004). Assessment Strategies in the Online Environment. *Proceedings of E-Learn 2004: World Conference on E-Learning in Corporate, Government, Healthcare, & Higher Education*, 379 – 381. [presentation made in Washington, D.C.]
2. Lockhart, M, Howard, R., & Baker, L. (2002). A Structured Approach to Program Expansion From On-Campus to Distance Delivered. *Proceedings of E-Learn 2002: World Conference on E-Learning in Corporate, Government, Healthcare & Higher*

Education: Association for the Advancement of Computing in Education, 1814 - 1817. [presentation made in Montreal, Canada]

Six published refereed national conference proceedings:

1. Lockhart, M., & Godwin, I. (2005). Transforming How Courses Are Delivered: Providing a Foundation for Faculty in How to Design Effective Distance Education Courses. *Proceedings of the Adult Higher Education Alliance.*
2. Lockhart, M. (2001). Assessing Distance Education Courses Using Student Feedback Journals. *Proceedings of the National Conference on the Adult Learner, 33 - 36*
3. Lockhart, M., & Cook, J. (2001) Active Learning at a Distance. *Proceedings of the National Conference on the Adult Learner, 28 - 32.*
4. Lockhart, M., & Borland, K. (2000). Effective teaching and learning with technology. *Proceedings of the National Conference on the Adult Learner, 38 - 41.*
5. Lockhart, M., & Cook, J. (2000). Effective techniques and strategies for teaching older adults computer skills. *Proceedings of the National Conference on the Adult Learner, 80 - 84.*
6. Borland, K., & Lockhart, M. (2000). Implications for teaching the neo non-traditional college student. *Proceedings of the National Conference on the Adult Learner, 84 - 89.*
7. Gardner, A., & Lockhart, M. (1999) Using the web to train employees. *Proceedings of SIGUCCS (User Services Conference for University and College Computer Service Organizations) Conference, 144 - 146.*

Two publications on Montana State University's Teaching and Learning Web – Site. I was asked to write these articles in 2004 for the University Teaching and Learning Committee's Faculty Teaching Information Web Site. The web site is designed to provide faculty with a variety of teaching strategies to help students take more responsibility for their own learning and enhance the process of teaching for learning. One of these articles was written with one of my master's advisees.

1. McQuern, M. & Lockhart, M. 10 Suggestions for Improving a Lecture. Web address:
<http://www.montana.edu/teachlearn/PageFrames/Lecture.html>
2. Lockhart, M. The Use of Student Journals for Faculty Self-Assessment. Web address:
<http://www.montana.edu/teachlearn/PageFrames/Lecture.html>

PRESENTATIONS

Two presentations at international conferences (competitively selected)

1. Lockhart, M. (2000, April) *Assessing Internet teaching strategies: Listening to the voices of students*. Paper presented at the International Conference on College Teaching and Learning. Jacksonville, Fla. [Combined with further research and published as Lockhart, M. (2002). The use of student journals to increase faculty and learner inquiry and reflection. *Academic Exchange Quarterly*, 6, (1), 21 - 26.]
2. Lockhart, M., Howard, R., & Borland, K. (1999, April). *Creating a Model for Assessing Student Learning in Distance Education Courses*. Paper presented at International Conference on College Teaching and Learning. Jacksonville, Fla. [Later published as Lockhart, M., Borland, K., & Howard, R.(2000). Distance teaching and learning with technology: A cross disciplinary planning and assessment instrument. *Journal for the Art of Teaching: Teaching and Learning with Technology: A thoughtful Consideration*, 8 (1), 97 - 11.]

Two workshops at national conferences (competitively selected)

1. Lockhart, M., & Borland, K. (2001, January). *Evaluating Distance Teaching and Courses*. Workshop presented at the American Association for Higher Education National Conference on Faculty Roles and Rewards. Tampa, Florida.
2. Borland, K., & Lockhart, M. (2000, March) *Incorporating Diversity in All Faculty and Staff Development Program Plans*. Workshop presented at the American Association for Higher Education (AAHE) National Conference on Higher Education. Anaheim, Cal. [Condensed and published as Lockhart, M., & Borland, K. 2001. Incorporating diversity in all faculty/staff development programs... regardless of content. *Journal of Staff, Program, and Organizational Development*, 18 (2), 57 - 66.]

Seven presentations at national conferences (competitively selected) Note: these are in addition to the seven presentations for which there were published international or national proceedings)

1. Lockhart, M. (2009). *Incorporating Emotions in Adult Learning Experiences*. Paper presented at the Adult Higher Education Alliance National Conference in Chicago, Ill, October, 2009.
2. Lockhart, M. (2008). *Transformative Learning and Authentic Teaching: A Winning Combination*. Paper presented at the Adult Higher Education Alliance National Conference in Mobile, Alabama, October, 2008.
3. Lockhart, M., & Bryant, S. (2007). *Emphasizing Teaching by Creating a Mentoring Program*. Paper presented at the

Professional and Organizational Development Network in Higher Education Conference. Pittsburg, Pennsylvania.

4. Lockhart, M. (2003, October) *Expanding the Lives of Adult Women Through a Community and Higher Education Partnership*. Paper presented at the Adult Higher Education Alliance Conference. Asheville, N. Carolina. [Published as Lockhart, M. (2003). Community collaboration to support reentry adult women. *Academic Exchange Quarterly*, 7 (1), 2298 - 2303.]
5. Lockhart, M., & Lacy, K. (2001, November). *An Assessment Model and Methods for Evaluating Distance Education Programs*. Paper presented at the Association for the Study of Higher Education 26th Annual Conference. Richmond, VA. [Refined and published as Lockhart, M., & Lacy, K. (2002). An assessment model and methods for evaluating distance education programmes. *Perspectives: Policy and Practice in Higher Education*, 6 (4), 98 - 104.]
6. Borland, K., Howard, R., Fedock, J., & Lockhart, M. (2001, March). *Linking the Defining, Evaluating, and Development of Great Teaching*. Paper presented at the American Association for Higher Education National Conference on Higher Education. Washington, D. C. [Expanded and published as Borland, K., & Lockhart, M. (2002). Linking the defining, evaluating and developing of great teaching. *The Review for the Study of College Teaching*, 1, 30 - 37.]
7. Borland, K., & Lockhart, M. (2001, June). *Capstone Course Critical Thinking: Purposes, Pedagogy, and Outcomes*. Paper presented at the American Association for Higher Education 2001 Assessment Conference. Denver, CO. [Combined with earlier work and published as Lockhart, M., & Borland, K. (2001). Critical thinking goals, outcomes, and pedagogy in senior capstone courses. *Journal of Staff, Program, and Organizational Development*, 18, (1), 19 - 25.]

One poster session at national conference (competitively selected)

1. Lockhart, M., & Borland, K. (2000, June) *Assessing Capstone Course Pedagogy and Its Impact on Critical Thinking*. Poster session at the American Association for Higher Education (AAHE) Assessment Conference 2000: Rising Expectations for Assessment: Can We Deliver? Charlotte, N.C. [Combined with later work and published as Lockhart, M., & Borland, K. (2001). Critical thinking goals, outcomes, and pedagogy in senior capstone courses. *Journal of Staff, Program, and Organizational Development*, 18, (1), 19 - 25.]

Three presentations at regional conferences (competitively selected)

1. Lockhart, M. (2004, April). *Encouraging Adult Women to Enter College: A Journey Made Together by A Community Organization and a University*. Paper presented at the Mountain Plains Adult Education Association. Bozeman, MT.
2. Lockhart, M. (2003, April). *Faculty development programs: It's not just the activities...it's HOW they are done*. Paper presented at the Mountain Plains Adult Education Association Conference. Reno, NV.
3. Lockhart, M., & Gardner, A. (1999, April). *Get on TRAK: Creating a Training Framework and Web-Based Administrative Resource*. Paper presented at the Northwest College and University Personnel Association Conference. Portland, Oregon.

Two presentations at state conferences (competitively selected)

1. Lockhart, M., & Sachatello-Sawyer, B. (2006, October). *Program Planning and Assessment for Adult Educators*. Paper presented at the Montana Association for Adult and Community Education. Billings, Montana.
2. Lockhart, M. (2005, October). *Meet Web CT: An Introduction to Distance Delivery*. Paper presented at the Montana Association for Adult and Community Education. Missoula, Montana.

Five competitive grants funded

Funding from outside MSU

1. High Temperature Electrochemistry Center Educational Needs Assessment. (Lockhart, M.: PI). 2006. \$65, 756. Northwest National Laboratory, Richland, WA.

Funding from MSU

1. Identifying and Defining the Art of Teaching Through Teaching Awards. (Lockhart, M.) 2003. College of Education, Health and Human Development Mini-Grant. \$1000.
2. Creating a Model Teaching Development Program for Faculty. (Lockhart, M.) 2002. College of Education, Health, and Human Development Mini-Grant. \$2,750. [Money used to support research for and writing of Lockhart, M. (2004). Using Adult Learning Theory to Create New Friends, Conversations, and Connections in Faculty Development Programs. *Journal of Faculty Development, 19 (3), 115 - 123.*]
3. Teaching Critical Thinking in Senior Capstone courses. (Lockhart, M.) 1999-2000. Instructional Innovation Grant through the Montana State University Teaching/Learning Committee instructional innovation grants program. \$2000. [Money used to support research for Lockhart, M., & Borland, K. (2001). Critical

thinking goals, outcomes, and pedagogy in senior capstone courses. *Journal of Staff, Program, and Organizational Development*, 18 (1), 19 - 25.]

4. Distance Education at Montana State University. (Lockhart, M. & Howard, R.) 1998-99. Instructional Innovation Grant through the Montana State University Teaching/Learning Committee instructional innovation grants program. \$2000. [Money used to support research for Lockhart, M., Borland, K., & Howard, R. (2000). Distance teaching and learning with technology: A cross disciplinary planning and assessment instrument. *Journal for the Art of Teaching: Teaching and Learning with Technology, A Thoughtful Consideration*, 8 (1), 97 - 112.]

Service: Service has been to the external community (regional, state, and local), university, college, and department.

External Service National/Community/Regional/State:

- I was elected in October 2009 as the **President Elect for the Adult Higher Education Alliance** a national organization. I will begin serving as the President October 2010.
- Beginning in November 2008, I have served as a member of the **Conference Planning Committee for the Adult Higher Education Alliance 2009 Annual Conference** that will be held in October 2009. This is a national organization.
- **Western Region Research Conference on the Education of Adults. 2006- present.** Member of planning board for this new conference. Reviewed proposals for the 2009 & 2008 conferences.
- **Consultant to Rockingham/Harrisonburg Virginia Criminal Justice/Mental Health Task force. 2008.** I helped this group design a questionnaire and analyze the results. The results are being used to help the Rockingham/Harrisonburg Public Schools develop services to address mental health and substance abuse issues in the area.
- **2008 - Project Read – Community Partnerships** – This is a Literacy Project between the Rotary Club of Harrisonburg Virginia and the elementary schools of Harrisonburg and Rockingham County of Virginia.
- **Montana Association for Adult and Community Education – 2004 – 2006.** Member of state board.
- **Mountain Plains Adult Education Association** (includes individuals from seven western states): **2005 – 2006, 2004 – 2005, 2003 – 2004.** Member of Program Committee for 2004 Conference.
- **American Association of University Women** - Member since Fall 1998. This is a national organization with a mission of promoting equity for all women and girls, lifelong education, and

positive societal change. There are 150,000 members in 1500 local branches nationwide. Membership is approximately 70 individuals in the Bozeman community.

- **Presentation to AAUW Butte Branch in October, 2004** on planning a Transitions Conference.
- **Chair of January, 2005, Transitions Conference Planning Committee** targeting adult women wanting to enter or return to college. Thirteen attended the day-long session that included a welcome by MSU President Geoffrey Gamble and workshops on selecting a major, finding family support, finding financial support, and developing academic skills.
- **Co-program Chair of Bozeman Branch– 2004 - 2005**
- **Member, State Executive Board: 2002 – 03.**
- **President Bozeman Branch: 2002 - 2003.** During my presidency, the organization planned and helped coordinate legislative and local candidates’ forums for individuals running for election in November, 2002, met with elected legislators in Bozeman in December before legislative session began, and met with legislators in Helena during the 2003 legislative session. The organization conducted numerous education meetings, including social justice in children’s literature program, and a planning session for the Stand up for Education Rally. Working with the Friends of the Bozeman Public Library, two fund raisers raised approximately \$6,000 some of which was used for college scholarship awards.
- **Past President Board Member: 2003 – 2004.**
- **President Elect and Board Member: 2001 - 2002**
- **Chair of January, 2002, Transitions Conference Planning Committee** targeting adult women wanting to enter or return to college. Twenty –two women attended the day-long session that included a welcome by MSU President Geoffrey Gamble and workshops on selecting a major, finding family support, finding financial support, and developing academic skills.
- **Member of January, 2001, Transitions Conference Planning Committee** targeting adult women wanting to enter or return to college. Twenty women attended the day-long session.
- **Speaker at Gallatin Valley Human Resources Association, April, 2000.** “Perceptions, characteristics and multiple intelligences: What trainers, developers, and educators need to know.”
- **Member of local Sierra Club Executive Committee: 1998 - 2000.** Helped design local community education programs.

Internal Service/University:

- **University Promotion and Tenure Committee – 2008 – 2009, 2009 – 2010.**
- **Chair: University Teaching and Learning Committee: 2003 to present. Chair for two years.** Recent work has included establishing a Reading and Discussion Book Group and a Teaching Help Desk for Faculty. Planning occurred during Fall 2008 and the Help Desk began January 2009. During 2005, I was the co-chair that designed and implemented a New Faculty Mentoring Program at the University. Now in its third year of operation, I continue to train mentors, match new and experience faculty, and conduct lunch information sharing sessions. An *Enhanced Teaching Certificate* was instituted Fall 2007 to recognize faculty who have attend a predetermined amount of professional development activity related to teaching. A Teaching and Learning Center was planned during Fall 2007 and announced Spring 2008. This has been in addition to awarding grants and the President's Excellence in Teaching Award.
- **In-depth Teaching Assessment** of faculty members being reviewed for tenure in the Department of Business, **2007 & 2003.**
- **Member: University Promotion and Tenure Task Force. 2005-2006.** This group assessed current promotion and tenure policies and procedures and made recommendations to the Provost.
- **Consultant - 2006: CEPAC** – Worked with chair of classified staff employees group to plan a pooled training resources program to be offered state wide. Met via video with human resource personnel throughout the state.
- **Presentation to Faculty Council – October 27, 2004** – presentation on lessons learned from teaching classes via Web CT.
- **Member, University Library Committee: 2002 – 2003.**
- **Guest speaker (December, 2002)** for Dr. Jodi Carson's graduate engineering class of aspiring faculty. Spoke about effective teaching methods.
- **Member of Native American Studies P & T Committee: 2002 – 2003** for promotion to full professor of one of their faculty members during 2002-2003.
- **Member, Training and Development Committee: 1999 – 2001.** Chaired by the Director of Payroll and Benefits Services. This committee was charged with designing a training program for supervisors at MSU in order to increase the skill level of supervisors thereby improving the morale and quality of work life of MSU employees and increasing the retention of employees. The committee conducted an extensive needs assessment with all administrative areas at the University, conducted a focus group session with selected directors and vice presidents, and designed a training program of six sessions.

- **Leader of two critical thinking discussion groups** for faculty development week in **April, 2000**. During these sessions faculty were asked what critical thinking skills they would like for students to attain before they graduate, how faculty can help them to attain these skills, what barriers exist, and how these barriers can be eliminated. The results of the sessions were reported to the MSU Teaching-Learning Committee for further work and discussion.
- **Member of interview panel** for students from Methods of Teaching English. **April, 1999**. The panel asked graduating English students mock job interview questions in order to prepare them for future job interviews.

Internal Service/College

- **Member, College of Education, Health and Human Development Reorganization Task Force: 2002 - 2003**. The task force was responsible for reviewing the administrative structure of the College and recommending a desirable structure. The results were presented for review to the faculty at the Fall 2003 College Retreat.
- **Member of Sponsored Programs Task Force: 1999 - 2000**. Created by the College of Education, Health and Human Development Dean, this task force was charged to develop recommendations for expanding participation in sponsored programs activities and strengthening the College's competitiveness in state, national, and private grant/contract competitions. The task force surveyed all faculty in the college and, based on survey results and task force member input, designed a series of recommendations that were submitted to the dean in May, 2000.
- **Member of Scholarship Committee: 1998 – 1999, 1999 - 2000**. This committee reviewed applications for college-wide scholarships and determines recipients.
- **Initial leader of Collaboration Committee: 2000**. Formed during a January, 2000 college-wide strategic planning retreat, this committee designed recommendations to support a college goal of "collaboration among internal and external stakeholders will be a central component of the college culture." I organized and chaired the first three meetings until a permanent leader was selected. The committee submitted their recommendations to the dean in May, 2000.

Internal Service: Department

- **Chair, Promotion and Tenure Departmental Committee: 2005 – 2006; 2004 – 2005**.

- **Promotion and Tenure Committee Member: 2006 – 2007, 2002 - 2003, 2001 - 2002.**
- **Promotion and Tenure Document Revisions Committee, Chair 2001 - 2002, Member 2000 - 2001.** During my leadership, the committee rewrote the departmental teaching and research standards. This included writing a process for an in-depth teaching evaluation. The revisions were approved by the departmental and college faculty as well as the University Promotion and Tenure Committee.
- **Graduate Program Admissions: 1998 to present.** This committee reviews all applications for the Adult and Higher Education program and selected students for the program, as well as reviewing policies and procedures.
- **Graduate Curriculum: 2003 – 2004, 2002 - 2003, 2001 - 2002, 1999 - 2000, 1998 - 1999.** This committee reviewed the graduate curriculum. During 2000, this committee revised the form for departmental admissions standards.
- **Member of Faculty Search Committee: 2001 - 2002 -** Adult and Higher Education Position
- **Chair Faculty Search Committee: 2000 - 2001 -** Research and Statistics position
- **Scholarship Committee: 2001 - 2001, 1999 - 2000, 1998 - 1999.** As the sole member of this departmental committee, I reviewed all applications for departmental scholarships and selected recipients.
- **Library Committee: 1999 - 2000.** As the sole member of this department committee, twice a month I distributed to all departmental faculty a list of education books that were available for their review in the library. Selected books were purchased by the library.

Professional Development: I belong to numerous professional organizations and have attended numerous workshops and conferences.

Membership in Professional Organizations –

- Adult Higher Education Association
- Professional and Organizational Development in Higher Education
- American Association of University Women,
- Association for the Study of Higher Education,
- Mountain Plains Adult Education Association Organization,
- Montana Association of Adult and Community Education, and
- American Society for Training and Development.
- Gallatin Valley Human Resource Association

Conferences/Workshops Attended 1998 to present

1. MSU – Teaching and Learning Committee Luncheon Networking Lunches – I generally attend three to four offerings per semester beginning in Spring 2005 through present – 2010.
2. Gallatin Valley Human Resource Association – I have been a member of this organization for six years and attend several workshops per year.
3. Adult Higher Education Association Conference – Chicago- October 2009
4. Adult Higher Education Association Conference – Mobile, ALA, October 2008
5. Professional and Organizational Development in Higher Education – Pittsburg, PA. October 2007.
6. MSU – Burns Center, January 31, 2005, Building Learning Communities.
7. MSU – Department of Education Research Seminars – February 14, 2005 – Judith Franzak, Monstrous Acts: Problematizing Violence in Young Adult Literature; February 7, 2005 – David Jonassen, Engaging and Supporting Problem Solving in an Online Learning Environment; January 31, 2005, Jayne Downey, I Actually Learned Something From This: A Field Assignment to Prepare Future Math Teachers for Culturally Diverse Classrooms.
8. Montana Association for Adult and Community Education – state conference in Butte, MT. October, 2004.
9. E-Learn 2004 – World Conference on E-Learning in Corporate, Government, Healthcare, & Higher Education. Washington, D.C. November, 2004.
10. Mountain Plains Adult Education Association Conference – April 2004. Bozeman, MT
11. Adult Higher Education Alliance Conference – October, 2003. Asheville, NC.
12. Mountain Plains Adult Education Association Conference, April 23, - 26, 2003. Reno, NV. Presentations included:
 - “Faculty retention through staff development,” and
 - “Competency based education: A primer for adult education programs.”
13. Three day “Management and Leadership Skills” workshop conducted by and held at the University of Virginia. Summer, 2002.
14. Multiple workshops on using Web-CT in delivering courses via distance/technology, 2000 - 2003.
15. Various meetings of Bozeman chapter of American Association of University Women. Presentations have included:
 - “Planning for the 2003 State Legislative Session: Issues of concern for Education, ” November, 2002.

- "Education for Women in Eastern Asia" presented by Greg Mortenson, Director of Eastern Asia Education Institution, December, 2001.
 - "The Crisis in Scholarly Publishing" - presented by Dr. Mary Bushing, October 1998.
 - "Characteristics of Good Teachers" - presented by Dr. Deborah Haynes, November, 1998.
 - Publishing Forum - presented by panel of three faculty members - November, 1999.
16. Presentation by Dr. Bonnie Sachetello-Sawyer: "Using Emotional Intelligence to Manage People." Presentation made at the Bozeman Professional Women's Association, November, 2002.
 17. Attended "Building a Strong Future: A Montana State University Town Hall Meeting." October, 2002. This was a meeting of university and community leaders from around the state in a day of presentations and interactive discussion focused on understanding current trends in higher education and implications for MSU campuses and agencies.
 18. World Conference on E-Learning in Corporate, Government, Healthcare, & Higher Education. Association for the Advancement of Computing in Education. November, 2002. Presentations included:
 - "Using E-Learning to Support Collaborative Learning,"
 - "The Transition of Classroom Faculty to Distance Education," and
 - "Technology and Pedagogy: Changing Roles."
 9. Presentation by Dr. Betty Schmitz: "Women and the Power to Change." April, 2002. This was an event sponsored by President Dr. Gamble to promote women and women's professional development.
 10. Presentation: "What Every Successful Woman Knows: 12 Breakthrough Strategies to Get the Power and Ignite Your Career" – sponsored by President Dr. Gamble.
 11. American Association for the Study of Higher Education National Conference – 2001. Presentations included:
 - "Hiring Trends in Higher Education,"
 - "Post-tenure Review," and
 - "Current Issues in Governance."
 12. American Association for Higher Education - Conference on Faculty Roles and Rewards - January 2001. Presentations included:
 - "Will Shared Governance Survive?" and
 - "Rethinking the Promotion and Tenure System."
 13. National Conference on the Adult Learner - May 2001. Presentations included:
 - "Learning Habits for adult Learners," and
 - "How to Successfully Utilize an Online Course Management System."
 14. National Conference on the Adult Learner - 2000, May 2000, Atlanta Georgia. Presentations included:

- "Facing the Challenges of Instructional and Service Delivery in On-line Education," and
 - "Revisiting the Adult Learning Model."
15. Workshop: "The Times They Are A Changing" – Montana Office of Public Instruction teleconference for workforce development professionals discussing changes in the field of adult education and the impact of the new Workforce Investment Act. Conducted by Judy Koloski, former Executive Director of the National Adult Education Professional Development Consortium. May 1, 2000. Held in the MSU Burns Center.
 16. Workshop: "How to Customize an Online Course". Teleconference presented by PBS Adult Learning Services. April, 6, 2000. Held in the MSU Burns Center.
 17. International Conference on College Teaching and Learning – April 2000, Jacksonville, Florida.
 18. SIGUCCS (User Services Conference for University and College Computer Service Organizations), November, 1999, Denver, Colorado.
 19. International Conference on College Teaching and Learning - April, 1999, Jacksonville, Florida .
 20. Northwest College and University Personnel Association, April, 1999, Portland Oregon.
 21. Montana Vocational Association and Montana Adult and community Education - Annual Leadership conference October, 1998

PRIOR WORK EXPERIENCE

University of Virginia – Charlottesville, Va. January, 1996 – July, 1998

Process Simplification Coordinator – Office of the Vice President for Management and Budget

- Coordinated activities and monitored progress of university-wide quality improvement program and directed specific projects in areas of human resources, training, finance, purchasing, and research administration.
- Managed activities of teams with members ranging from senior level managers and faculty members to front-line staff and students.
- Provided reengineering and other professional expertise to teams, which included designing and interpreting surveys, instructing in problem solving methodology, and managing group dynamics.
- Prepared team reports and delivered oral presentations to the President's cabinet and senior management team.

University of Virginia – Charlottesville, Va. September, 1987 – May, 1993,
September 1994 – January, 1996

Personnel and Training Manager – Facilities Management

- Responsible for the coordination, administration, evaluation, and support of training, employment, classification and compensation, and employee relations activities in 1000 employee organization.
- Designed and implemented training and organizational development programs and projects to improve customer service, internal and external communications, and employee climate.
- Facilitated numerous training sessions and work groups.
- Designed and coordinated distribution of written surveys to assess service delivery and employee satisfaction.
- Made numerous presentations at local, state, and national meetings and conferences of the Association of Higher Education Facilities Officers, including “Internal Training: The Process from Needs Assessment to Training Programs” in Reno, Nevada in 1993, and “Empowering the Workforce to Improve Efficiency and Responsiveness” in St. Louis, in 1989.

Consultant – Idaho Falls, ID., June, 1993 – August 1994

Provided management consulting and training services to local employers, including the Idaho National Engineering Laboratory, Idaho State Health Department, and Eastern Idaho Technology College.

Other Teaching Experience

- Guest lecturer for three semesters for Management and Planning class in the doctorate degree program of Education, Leadership, and Policies Studies at the University of Virginia.
- Instructor for numerous University-wide workshops at the University of Virginia.
- Taught continuing education classes at Eastern Idaho Technology College in the areas of management and supervision.
- Taught two semesters of an undergraduate adolescent psychology class at Arizona State University.

Additional Experience

- Certified as adult instructor through Organizational Training and Development at the University of Virginia.
- Thirteen years experience in employment counseling and employment counseling supervision in five locality district, officer manager, and team quality improvement coordinator for four offices.
- Certified by Department of Labor as employment counselor and employment counselor supervisor.